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POLICIES OF JUNIOR COLLEGES IN CALIFORNIA FOR INSTRUCTORS' ATTENDANCE AT PROFESSIONAL CONFERENCES. SURVEY.

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IN A QUESTIONNAIRE SURVEY TO DETERMINE THE POLICIES OF CALIFORNIA JUNIOR COLLEGES FOR ATTENDANCE AT PROFESSIONAL MEETINGS, 63 OF THE 78 COLLEGES RESPONDED. WHILE ALL DISTRICTS PERMITTED INSTRUCTORS TO ATTEND CONFERENCES, ONLY 31 HAD RELEVANT WRITTEN POLICIES. OUT-OF-STATE CONFERENCE ATTENDANCE WAS COMMONLY SUBJECT TO LOCAL DISTRICT LIMITATIONS. PROCEDURES FOR DETERMINING WHO MIGHT ATTEND VARIED AMONG THE COLLEGES, AND IN MOST CASES SEVERAL PEOPLE WERE INVOLVED IN THE DECISION. POLICIES OR PLANS TO DETERMINE FREQUENCY OF ATTENDANCE WERE GENERALLY LACKING, ALTHOUGH FUNDS WERE BUDGETED IN ALL BUT FOUR COLLEGES. THE RANGE OF BUDGET ALLOTMENTS WAS $700 TO $13,640, WITH LITTLE RELATIONSHIP BETWEEN COLLEGE SIZE AND BUDGET PROVISION FOR THIS PURPOSE. GENERALLY, DISTRICTS PAID CONFERENCE EXPENSES, EVEN WHEN OVERNIGHT LODGING WAS NOT REQUIRED. VARIATIONS EXISTED IN CLASS COVERAGE FOR TEACHERS ATTENDING CONFERENCES, WITH MOST USING OTHER FACULTY MEMBERS AS SUBSTITUTES. POST-CONFERENCE REPORTING PRACTICES VARIED. RESPONSES AND COMMENTS TO SPECIFIC SURVEY ITEMS ARE SUMMARIZED. (WO)

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(Rev.)

SURVEY

POLICIES OF JUNIOR COLLEGES IN CALIFORNIA

FOR

INSTRUCTORS' ATTENDANCE AT PROFESSIONAL CONFERENCES

UNIVERSITY OF CALIF.
LOS ANGELES

JUL 11 1967

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

During the fall semester of the 1966-67 school year, a questionnaire was sent to seventy-eight (78) junior colleges in California for the purpose of determining policies and practices among the various institutions regarding instructors' attendance at professional conferences. Sixty-three (63) colleges returned the completed questionnaire for a response of 80.7%.

The following are the questions which appeared in the questionnaire and the numbers of responses in the various categories. The comments after some of the questions are mine based upon information provided in the questionnaire by the respondents. Some colleges did not respond to all questions, therefore the number of responses for certain questions does not equal the total number of questionnaires returned.

1. Does your district have a written policy related to attendance at professional conferences by faculty members? Yes 31 -- No 30 -- No response 2

2. Does your district permit instructors to attend professional conferences?
Yes 63 -- No 0

3. If your answer to question #2 is "yes", then do you permit instructors to attend professional conferences (1) locally___; (2) within the State 40; (3) outside the State 14; (4) all 23. Comments: All 14 colleges which permitted out-of-State travel did so with some qualifications, such as, (1) At the convenience of the college; (2) On a very limited basis; (3) Limited by available funds; (4) Seldom; (5) Requires specific Board approval; (6) Sometimes; (7) Instructor pays own expenses out-of-State; (8) Only by special permission of the president.

4. If attendance at conferences outside the State is permitted, do you require that the instructor be an officer in the professional organization or a program participant? Yes 10 -- No 30 -- Usually 3. Comments: Several of the colleges which responded affirmatively did so, again, with some qualifications. One college stated that it depends upon individual circumstances. A second respondent stated that out-of-State conferences are approved only if the instructor is a program participant and if the expenses are paid by the professional organization. A third respondent stated they allow three instructors per year to attend out-of-State conferences and pay part of their expenses from district funds.

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5. If your policy does not permit attendance at professional conferences outside the State, would your district permit such attendance if the expenses were paid by someone other than the district? Yes 25 -- No 3 Comments: Of the 25 affirmative responses, five indicated that consideration would also have to be given to special circumstances, such as time involved and whether or not the instructor was a program participant.

6. Who determines which teachers will attend professional conferences? (i.e., superintendent, president, dean, division chairman, other) Comments: According to the various responses received, it seems apparent that, in most cases, several people are involved in determining who attends conferences. The majority of colleges responding indicated that approval was usually required by the department or division chairman, the dean of instruction, and ultimately the president. At least eight colleges use a committee structure which approves attendance at conferences. Some of these are, (1) Faculty Senate Committee; (2) Special committee of teachers and administrators; (3) Faculty Committee; (4) Faculty Convention and Attendance Committee, and (5) Professional Conference Attendance Committee.

7. In reference to question #5, the instructor is selected on the basis of, (1) seniority 3; (2) rotation system 8; (3) participation in program 17; (4) first to submit request 7; (5) judgment of person making the decision 35; (6) other see below Comments: More than one-half of all colleges which responded to this question indicated that the person making the decision would determine the basis upon which the instructors were selected to attend conferences. However, a considerable number of colleges listed other conditions which influenced the decisions, such as, (1) maintain balance between departments and/or divisions; (2) Recommendation of the faculty of the department or division; (3) individual needs; (4) Value to person and college; (5) Is meeting related to instructor's assignment?

8. Do you have a policy or plan which determines the frequency of attendance at professional conferences for instructors? Yes 10 -- No 53 Comments: Although most colleges do not have a policy regulating frequency of attendance at professional conferences, many use guidelines developed as a result of their experiences. Some of these are as follows: (1) Based upon requests from instructors -- those who ask may go within budget allotments; (2) Determined solely by each department -- some departments have several relatively inexpensive trips while another may have one expensive trip; (3) Seek broadest possible participation within budget; (4) Rotation among division and individual instructors; (5) Each instructor encouraged to attend at least one conference during year if budget permits.

9. Answered in #8 above.

10. Do you budget funds for professional conferences for instructors? Yes 56 -- No 4 Comments: The large majority of colleges which responded indicated that they did budget funds for attendance at professional conferences for instructors. Because of many factors (such as size of college, size of faculty, and the fact that a substantial number of respondents did not or were not able to supply all information requested in our questionnaire), it was impossible to obtain accurate information related to average or percent of budget spent for professional conferences. We

10. - continued -
can state that there were tremendous differences in budget allotments. The least amount budgeted by any one college was $700.00 annually. The largest amount was $13,640.00 annually. Thirty-two colleges budgeted under $5000.00 annually. Thirteen budgeted $5000.00 or more annually. One college budgeted in excess of $10,000 annually. Some colleges did not indicate total amounts budgeted but merely stated amounts per instructor per year. These amounts ranged from $30.00 to $90.00.

It was interesting to note there was little correlation between size of college and size of budget allotment. A considerable number of the smaller colleges allotted larger amounts of money for professional conferences than many of the larger colleges.

11. If such funds are budgeted, what is annual individual college budget for such conferences? Ranges from $700.00 to $13,640.00

12. What is your total college budget? Many did not respond - not pertinent

13. How many full-time instructors do you have on your faculty? Ranges from 17-315

14. If your policy does not permit out-of-State travel for instructors, do you think it should make such provision? Yes 17 -- No 14 Comments: Following are remarks made relative to the above question, (1) No current policy either way -- have had no requests or experience; (2) Possibly; (3) No - primary responsibility of instructor is to teach; (4) Yes - however I am aware of no particular problems without it; (5) Yes - within certain budget limits.

15. If your policy permits attendance at professional conferences, do you have any limitations as to the number of teachers that may attend a specific conference? Yes 15 -- No 45 Comments: The following remarks were made regarding the above question, (1) No, but we limit the amount of transportation; (2) One person only to a particular conference; (3) Two or three maximum; (4) Ordinarily two; (5) One to each of 6 conferences rather than 6 to one conference.

16. How many instructors in a division and/or department would you permit to be away at one time? (1) 25% 15; (2) 50% 2 ; (3) 75% 0; (4) 100% 1; (5) other 32
Comments: At least one college indicated they would permit one hundred percent attendance at a professional conference if it were important enough to the district. (We assume they would not operate school on that day.) Other comments were as follows: (1) It depends upon circumstances as to how many can be away without interfering with the instructional program; (2) No rule, but probably less than 25%; (3) Any number necessary to accomplish objectives; (4) No maximum specified in policy; (5) No limit.

17. Does your district pay conference expenses, such as registration fees and meals, when overnight lodging is not required? Yes 55 -- No 1 Comments: A large majority of respondents will pay conference expenses even though overnight lodging is not required. However, two respondents stated they would pay registration fees but not meals. Two others indicated they would pay for meals only if they were an essential part of the conference.

Survey Results

18. When teachers are in attendance at professional conferences during school day, do you provide (1) substitutes 8; (2) cover from within 26; (3) other 25 (Combination of both) Comments: The responses indicate there is no one method of solving this problem. Of the 25 colleges which checked the category "Other", most meant a combination of (1) and (2). Other comments by respondents may be of interest to you. These were: (1) Cover from within but employ substitute when the instructor is representing the faculty association; (2) The primary concern is to maintain effective instruction; (3) Both -- We pay our staff members when they cover for another instructor; (4) We never employ substitutes -- We cover from within if convenient, otherwise their classes are dismissed; (5) substitutes or cover from within with pay.

19. Do you feel it is proper to ask teachers to cover for other faculty who are in attendance at professional conferences? Yes 51 -- No 9 Comments: The large majority responded in the affirmative. However, there were many comments, such as: (1) Occasionally in order to increase conference attendance; (2) Substitutes are not always available. This is mutually beneficial practice. (3) It is a professional courtesy. (4) Only if absence is not in excess of three days. (5) Only if members within a division agree to cover for each other. (6) Only as long as it does not becomes burdensome for any one instructor. (7) Only if instructors are paid for covering for another. (8) Yes, if it were not otherwise possible for an instructor to attend a conference. (9) Only if on a voluntary basis and in their subject area.

20. Do you pay lodging expense for instructors attending a conference within a 50-mile radius of the college? Yes 27 -- No 30 Comments: The responses were almost equally divided. The following remarks were made: (1) Generally not, but we may in the future; (2) Only if approved by a faculty committee; (3) Yes, if meeting is for more than one day; (4) Yes, when an instructor is an officer or in charge of a program; (5) Yes, when meetings are late in the evening.

21. Do you require instructors to make written reports after attending a conference? Yes 31 -- No 34 Comments: Again the responses are almost equally divided. The following remarks were included with the responses: (1) Brief reports are filed in superintendent's office. (2) Very simple report form; (3) No policy, but we ask for a report to division, faculty or board; (4) It is customary and expected but not really a formal requirement.

Some of the respondents offered some general comments related to attendance at professional conferences. These are included for your information:

1. Instructors are urged to attend at least one conference each year. They are requested to exercise discrimination and to seek worthwhile activities. Funds must be requested a year in advance. Frankly, the half-baked, spur-of-the moment get together for "professional" reasons appears to be increasing.

2. We attempt to make faculty conference attendance comparable to administrator conference attendance.

3. We are developing a pattern with faculty help and administrative assistance in budgeting increased funds (this response from a new college).

4. There should be some concern about the person who never wants to go to a conference.

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1/23/67